



Midland Michigan

BITS AND BYTES

November 2015

<http://mcc.apcug.org/>

President Piper's Ponderings....

Our November General Meeting will be Carol Picard telling us about all her gadgets. She has at least 25 different items to show us, so I am sure you will hear about something that interests you. Her talk looks like a good chance to make out your Christmas list. Think about bringing your own gadgets to this meeting, especially any of the "wearables" or fitness ones that are so popular now. I have a gadget you won't want to miss.

December will be our usual holiday meeting. The Club will provide pizza and pop, you bring a dish to pass. We will not be discussing any specific topic.

As your Board looks to 2016, we see January being a series of short subjects. February is looking like a discussion on backup and syncing of files, what options are available, and what are the differences between the two.

It is that time to think about Club officers for the coming year. I will put forth a tentative slate of officers at our November meeting; we will hold a

formal vote in December. Contact me if you would like to expand your horizons by serving on our Board.

As we approach another Thanksgiving season, I must give thanks for having our Computer Club to challenge my interests and my brain, for having an active and knowledgeable Board to guide the Club, and for having an interested membership that is willing to share their experiences.

See you Wednesday, November 18 at our General Meeting

(The above comments are the opinion of the author and do not necessarily reflect the views of the Midland Computer Club.)



GENERAL CLUB MEETING

Midland Community Center, 2205 S. Jefferson Ave, Midland MI
Room K111, Barstow Shipps Wing

Wednesday, November 18, 2015

7:00 P.M.

Topic: Gadgets

presented by Carol Picard

2015 BOARD MEMBERS

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Please let Howard or Bill know of topics you would like covered at future meetings.

PUBLICITY

Al Adams aladams12@yahoo.com

Useful, useless and strange (in no particular order) Web Sites:

<http://tinyurl.com/qa9hwyz>

YouTube hosts a bunch of "how-to" videos on Windows 10.

<http://www.dailygood.org/>

I imagine that we all get tired of the bad news that comes our way every day. This site will give you some good news for a change.

<http://www.myrateplan.com/>

If you happen to be in the market to replace your current cell phone plan, this site will allow you to compare various cellphones and plans so you can find the best one for you.

<http://www.befrugal.com/>

Save money by using one of these coupons on restaurants, shopping and tours at many of your favorite stores.

<http://tinyurl.com/ohavc62>

Many of the major financial sites offer free investment advice for potential investors. Vanguard has some excellent ideas on how you might want to get started.

<http://tinyurl.com/q2oladh>

An elephant didn't like how this sprinkler head was working so she proceeds to "adjust" it herself. She then enjoys playing in it.

Board Meeting

First Thursday of the month

No Board meeting in December

7:00 PM

Chapel Lane Presbyterian Church,
 5501 Jefferson Ave., Midland MI

Membership Enrollment Form

NAME _____ PHONE _____

ADDRESS _____

CITY _____ ZIP _____

EMAIL ADDRESS _____

Membership dues FAMILY (\$20) STUDENT (\$15) New Member _____ Renewal _____

Please fill out the above form and mail it along with payment of check or money order to :

MIDLAND COMPUTER CLUB
 1816 Bauss Ct
 Midland, MI 48642-4023

Attn: Membership Chairman

You may also pay for membership at a regular club meeting

Tips, Tricks & Techniques (submitted by Carol Picard)**Windows 10 activation explained**

Windows 10 activation works differently than previous versions of Windows. These articles try to explain how activation works and what happens if you upgrade your computer hardware or reinstall Windows 10.

<http://www.zdnet.com/article/two-new-windows-10-resources-microsofts-official-activation-and-servicing-guidance/>

<http://windows.microsoft.com/en-us/windows-10/activation-in-windows-10#>

Windows 10 - Task Bar - show search icon, show search bar or hide

By default in the Windows 10 task bar, a search bar is displayed for searching for items on the device or the web. If the bar takes up too much space, you can change it to a magnifying glass icon, or hide it.

Right click anywhere on the task bar and move cursor over the word *Search*
In pop-out window, click to select either *Hidden* or *Show search icon*

Windows 10 Updates - share update files with computers on the Internet?

There is a setting in Windows Updates that allows sending parts of updates to devices on your network and also to devices on the Internet. Sending updates to devices on your network may mean they only need to be downloaded once from Microsoft rather than downloading to each of your computers. However, if you are concerned about using your data/bandwidth to send updates to devices on the Internet, follow these instructions to change the setting:

Windows Update Settings (logged on to an Administrator account)

Settings > Update & security > Windows Update > Advanced options > Choose how updates are delivered

Updates from more than one place

Turn off, or, leave on and change to only get updates from "PCs on my local network"

<http://www.howtogeek.com/224981/how-to-stop-windows-10-from-uploading-updates-to-other-pcs-over-the-internet/>

Automatic driver install in Windows 10

In previous versions of Windows, driver updates were optional and you had to decide whether or not to install. In Windows 10, driver updates are automatic. These articles provide information on driver updates and how to turn off automatic driver installation, if you chose to do so:

<http://www.howtogeek.com/233115/the-only-way-to-safely-update-your-hardware-drivers-on-windows/>

<http://winsupersite.com/windows-10/stop-automatic-driver-updates-windows-10>

What's new in Windows 10 fall update

<http://www.howtogeek.com/232176/whats-new-in-windows-10s-first-big-update-the-windows-10-fall-update/>

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OneNote serves as a computerized memory

Review of OneNote meeting presentation

By John Weigle, Editor, Channel Islands PCUG, CA

June 2015 issue, The Outer Edge www.cipcug.org [Jweigle \(at\) vcnet.com](mailto:jweigle@vcnet.com)

OneNote is the perfect place to keep all that information you want to remember and find easily when you need it, Toby Scott said at the May meeting. "It still is the greatest piece of software ever written," Scott said, even though at first it doesn't seem like much.

Because it's "ideal for storing random data," and because we all have a lot of that, "the longer you use it, the more valuable they (the OneNote entries) are."

"It's a hugely useful program, but it's only useful if you use it," Scott added.

OneNote started as a paid part of Microsoft Office, but it is now a free tool available for Windows, Macs, iOS (iPhone and iPad) and Android. It can be downloaded at <https://www.onenote.com>. The link is at the top right corner of the page.



OneNote is designed to resemble school notebooks on your computer and in the cloud. It's set up in three organizational trees, documents, sections and pages, and that layout makes it easy to store material by topics. But its search engine is so good that users can put material anywhere in the program, and it will be easy to find, he said.

Scott recommends keeping the notebooks in Microsoft's OneDrive so they'll be available on any device wherever you are. Among other things, he keeps articles and websites that he finds on how to fix unusual computer problems.

But that's just one possibility, he said. When he was planning a trip to Utah, he stored Web pages and other information about the state, including places he might want to visit. When you copy text or pictures from a website and paste it into OneNote, it automatically adds a link back to the source. The link is clickable, so it's easy to return to original information sources.

Users can add material to OneNote with copy and paste, drag and drop and "send to." Tools for Firefox and Chrome browsers let users save full Web pages to OneNote.

Users can insert Excel spreadsheets and PowerPoint presentations or links to them in the program.

OneNote has optical character recognition abilities so its search function can find text in pictures and graphics. Scott demonstrated that by taking a screen shot of a DOS screen, putting it in OneNote and searching for a word that was in the graphic. The word was highlighted each time it appeared.

Skype calls can also be recorded and saved in OneNote, as can emails. Templates for other Office programs work in OneNote. Notebooks, sections and pages can be password-protected and shared with other people.

Asked how OneNote and Evernote compare, Scott said that Evernote was developed as a free alternative to OneNote, which cost about \$150 when it was first released. Scott said it's best to use one or the other, but not both, because they can't open each other's files.

Although Scott knew about OneNote, he didn't start using it until a speaker at an Intel conference used it to find an answer to an attendee's question. The speaker didn't recall the answer but had it stored in OneNote and found it easily. When most of those attending asked about the program he used to find the answer, the speaker quickly wrapped up his Intel presentation and demonstrated OneNote, calling it "the only way to keep track of all this stuff."

Asked how OneNote compares to Dropbox, Scott said they're entirely different.

OneNote is a program, while Dropbox is a cloud storage system like Microsoft's OneDrive and Google's Google drive. Don't confuse the storage media with the program that stores the data, he advised.

Another person asked about calendars in One Note. OneNote has a weak calendar function, Scott said, but you can't store a calendar in it that provides repeating events and similar tools. There are third-party templates that work quite well. Many are for special situations, so you need to figure out what you need. Calendars are persnickety, he added.

For things like calendars, mail and contacts, "you pretty much have to settle on one platform, he said, and he prefers Outlook, also part of Microsoft Office.

People can use the cloud to synchronize or back up various devices, but they don't need to store everything in several cloud storage sites. Because of size limits, however, some people might find it easier to store photos in one location, music and video in another and other data in a third. That all depends on how much data is involved, he explained.

If a device that has OneDrive access — such as a laptop — is lost or stolen, Scott said, he can go to OneDrive and block its access to the device. At the OneDrive website login screen, highlight the device, and click on Remove PC. Users should also enable two-factor identification so that any new device that logs into your OneDrive has to be authenticated by entering a code that Microsoft sends to your primary device, he added. In this way, a hacker who discovers your username and password still cannot get to your data.

An audience member asked if it's possible to stop Android devices from backing up photos before she gets a chance to delete ones she doesn't want. The answer is to go to the Photo App in settings and change the auto backup settings.

An audience member noted that a spreadsheet that was cut and pasted into OneNote loses its functionality. Another member of the audience asked if there's a good tutorial for OneNote. Scott said there are many videos on YouTube and written material on other sites, but they're not needed. The best way to learn OneNote is to start using it.

The Adobe Photoshop Lightroom 5 Book for Digital Photographers

By Scott Kelby, Editor/Publisher of Photoshop User magazine, President of the National Assn. of Photoshop Professionals (NAPP), co-host of the live weekly photography talk show "The Grid," and co-host of "Photoshop User TV"

Review by Mark Mattson, Editor, Computer Users of Erie, PA
www.cuerie.com cuerie01 (at) roadrunner dot com

Lightroom has become, in the few short year since introduction, one of the most-used digital imaging applications on the market.

Not only is it an organization tool and image catalog, it allows you to make highly sophisticated edits and adjustments to your images outside of traditional image editors, such as Photoshop.

Although a relatively easy program to navigate and operate, there is much power hidden under the hood, some of which will take you a while to figure out on your own. Thus the reason for this book.

First off, this is a BIG book. I was a bit surprised when I looked at the page count box in Acrobat, and saw that it was well over 1200 pages long. But when I checked the Peachpit website, I found that the print version is only 552 pages. A bit more reasonable, but still... Of course there IS a lot to cover, so every page is packed with text and illustrations designed to teach you what you need to know.

The volume is divided into 15 chapters, each exploring, in detail, a module of Lightroom. It flows naturally as you would use the program, starting with Importing Photos, moving to the Library module, then spending the bulk of the book on Developing and adjusting your images.

The sub-topics in each chapter are designed to be learned in a specified number of steps for each concept, so as not to overload you with everything at once. That way, you can spend as much time as you need to learn a certain concept properly, before moving on to the next step in that process.

As mentioned, every module in Lightroom is covered in this book, with the exception of one: the Web module.

According to Kelby, Adobe has not updated or changed anything in the Web module since around Lightroom v2. As such, he felt it would be a disservice to make readers wade through information they may already know from previous versions of this book. However, he has the omitted chapter available on his website for you to download, if you wish to have it handy.

With many DSLRs now equipped with video functionality, there is a section on working with video in Lightroom. It can guide you to using the features to work with your video files.

As a special bonus, chapter 15 is devoted entirely to giving you a complete look at author Kelby's workflow of images he shot, from start to finish. This allows the reader a chance to see all the concepts put together in one place, and to follow along as the editing progresses.

There are also downloadable images available on Kelby's website to allow you to follow along with him as he does his adjustments and edits, learning along with him, just as if you were in his class. A nice bonus, at no extra charge!

Scott Kelby's Adobe Photoshop Lightroom 5 Book for Digital photographers is available direct from the publisher, Peachpit for a list price of \$49.99. However, you get a 35% discount if your group is a member of Peachpit's user group program.

It is also available online from Amazon.com (see the page at http://www.amazon.com/Photoshop-Lightroom-Digital-Photographers-Voices/dp/0321934318/ref=tmm_pap_title_0 .

< <http://amzn.to/16m4Mjh>>

The price on Amazon is \$30.86.

If you're a photographer needing a way to organize and edit your images without investing in the full Photoshop package, Lightroom provides an attractive alternative to get you going. And this book is your guide through that world.

Scam I Am

by Greg Skalka, President, Under the Computer Hood User Group, CA
April 2015 issue, Drive Light www.uchug.org president (at) uchug.org

Scam I Am

I don't like things to slow me down
The web is made to click around
Passwords are a royal pain
There's no room for them inside my brain

My inbox may be filled with spam
But I'm not worried about a scam
Google's tracking helps me shop
My Facebook postings never stop

Hackers will not target me
There are bigger fish in the world-wide sea
My check has bounced - there's no money left
Oh no! I'm a victim of identity theft!

Scams, cons, theft and deceit have been around forever. Just as technology has helped us increase our productivity, it has helped the crooks become more efficient as well. The old scams and trickery have been made easier to execute, while new forms of theft have been developed.

The authenticity of bank robber Willie Sutton's quote about why he robbed banks, "Because that's where the money is", may be in question, but robbers today still go where there are things of value. Now their targets are subscriber personal data at Anthem Blue Cross, credit card information at Target and account information from phishing attempts on individuals through email.

With so many institutions, from banks, retailers, insurance companies, medical providers and even the government holding sensitive information about us and apparently not protecting it all that well, we are all at high risk of institutional data theft, though there is not much we can do to prevent it. For most of us, hiding out in the woods with no legal residence, credit cards or medical coverage is not an option. I have Anthem Blue Cross health insurance, so since their announcement of the loss of subscriber data through a cyber attack, all I can do is take advantage of their offer of free credit monitoring and identity theft protection, and watch my accounts and credit reports carefully. While we can't do much about the institutional data hacks, we can do a better job of protecting ourselves from those threats that target us individually.

There is a strong correlation between crime rates and the proximity to a freeway onramp; access to a highway facilitates finding victims and provides criminals a quick and easy getaway. The connection to the Information Superhighway we get through our computers, tablets and smart phones works in the same way, bringing the potential for crime closer to us. Now financial misfortune can be as close as our inboxes or browsers.

We have all received those ridiculous emails reported to be from Nigerian customs officials, foreign attorneys and even the head of the FBI, asking for help or offering huge sums of money for us to claim. It is hard to believe anyone falls for these scams anymore, yet I still continue to receive the emails. I've also received many emails that appear to be from banks, credit card companies and online services, but are really phishing attempts. These are generated by criminals intent on tricking me into providing them with my sensitive information. A lot of them are easy to spot; they may be from institutions I don't have accounts with, or may have misspellings or other flaws that are a tip-off that they are fakes. I have

received some very convincing phishing emails, however. Either by random chance or because the scammers knew I had an account there, I've received emails that appeared legitimate and pertinent to my situation, but after close examination and research, turned out to be fakes intended to scam me.

With income tax filing season in full swing, the media is presently full of warnings about email and phone scams related to the IRS. We hear about all these scams and hacks; hopefully we take these warnings seriously and don't disregard them as things that only happen to others. I'd heard about phone scams where callers try to convince you that a loved one is in trouble and you must send money to help them, but I never considered them a serious threat until someone tried to scam my mother.

A few weeks ago, my mom called our home and asked if our daughter was all right. She then told us the story of the scam call she had just received. Fortunately, she was suspicious and did not get taken. It is not clear if she was targeted specifically by scammers with knowledge of our family situation, or if it was just a random call.

When my mom answered the scam call, a young female voice said "Hi Grandma." Since she has only one granddaughter, my mom replied "Hi Alli", so it is not clear the caller knew my twenty-four-year-old daughter's name beforehand.

The caller initially engaged briefly in some small talk, like how have you been and such, but then, either having some knowledge or taking a chance, asked if Grandpa was there. The scam would have been exposed at that point had my father been deceased, but fortunately he was there.

The caller then said "Grandma, I'm in trouble, but you have to promise not to tell anyone else in the family about this. Can you do that, Grandma?"

My mom was getting a little suspicious, but agreed.

The caller went on. "Grandma, a good friend of mine died suddenly and I'm in Virginia for the funeral. Because she was Jewish, they had to bury her right away, so I had to travel on short notice. After the funeral, some other friends and I stopped at a restaurant for a drink before returning to our hotels. I only had one drink, but because I was also taking antibiotics for bronchitis, I hit a street light and knocked it over on the way back."

The addition of bronchitis to the scam narrative is interesting as it generates sympathy for the caller (she is not just a drunk) and could explain why she perhaps did not sound quite like my daughter. This scam would understandably work best on grandparents that don't often get calls from their granddaughters. I'm certain my wife and I would have been able to recognize our daughter's voice had we been called.

The caller continued. "Grandma, I'm at the police station here. They said they would not charge me with anything if I could pay for the damaged street light, but I don't have the money. A lawyer here is willing to pay for it on my behalf if you can send him the money. Here is a policeman."

A male voice came on the line. "Hello, this is Officer Raleigh. Your granddaughter needs you to send \$2300 to cover the damage to the street light, and then we can release her with no charges. Can you do that?" Officer Raleigh then provided detailed instructions to my mom on sending the money. She was to take \$2300 in cash, with two IDs, to a Walmart and send it via Western Union MoneyGram to Ronald Pearlman in Bristol, Virginia. When Officer Raleigh asked if she understood all of this, my mom replied that she didn't think all this sounded right.

Officer Raleigh put the phone down for a minute, as if he was not sure what to say. When he came back to the call, he began repeating the payment instructions again. When my mom again said she didn't think this sounded right, Officer Raleigh hung up. The scam was thwarted.

I told my mom's story to a coworker a few days later and she said a similar thing had happened to her relatives in Mexico, except that it was kidnappers calling to say they had their daughter. Her relatives unfortunately paid \$1500 before finding out their daughter had been safe at a friend's house all along.

With all our personal information entrusted to companies and the Internet, hackers and crooks can have a much easier job deceiving us. To avoid being taken advantage of by these thieves, we all must unfortunately be more suspicious and skeptical. Just because you're paranoid doesn't mean they are not out to scam you.

The 2014 Tech Review

By Diane Fahlbusch, President / Editor, ICON PCUG, New York
December issue, The ICONPCUG Graphic Editor (at) iconpcug.org

Each year brings new technology, whether they are "toys" or "tools", as reincarnations or completely new inventions.

Operating Systems: This year saw no dramatic shifts in the market share dispersment of devices and operating systems. The triumvirate still holds: **Apple** dominates smart phones, **Linux** dominates tablets and **Microsoft** still holds its domination over laptops and desktop computers. However, traditional Windows users are NOT migrating to the new Surface Tablet, nor has Windows 8.1 been well received. As a matter of fact approximately half of the Windows users are still using Windows XP. And many are considering some form of Linux instead of sticking with a Microsoft OS. Perhaps Microsoft is trying to distance itself from Windows 8 by calling its latest OS in the works Windows 10.

Browsers: The king of browsers, **Firefox**, dramatically dropped to third place behind **Google Chrome**. This is probably due in part to Chrome's ability to run on more OS's than any other browser (Windows XP, 7, 8, 8.1, Mac and all Linux distros including Android) and in large part to the lack of support for Windows XP, which ended very shortly after the OS support ended. As a quick aside, if you are one of the many XP users you need to use a browser that is continuing to support your OS. So **IE8** (the highest version that will run) is also not a viable option as support ended long before support for XP ended. Try **Opera**, **Maxthon** or **Google Chrome**. Also check that your security software is also being supported.

Smart Technology: **Smart watches** have been a big flop, primarily because the screens are too small. Additionally, only the Martian Notifier allows you to customize the alert (email vs. text) as it comes in. But Apple is still looking into it.

One of the more useful new Smart toys is the **GOJI Smart Lock**. Once installed, this device uses Bluetooth connectivity to send a signal via a free app to remotely lock doors, cabinets ... and automatically open the lock when your Smartphone is near. (You can also set it up to greet you by name!) It also has a built-in camera that will take pictures of everyone who approaches your door and transmit those images to your Smartphone via you home network's Wi-Fi. Should you lose your Smartphone, call GOJI's 24 hour call center (or visit their website), cancel that phone and transfer access to another phone, effective immediately.

There are many free apps that will help you get in better shape, and the new **Voyce Band** helps you track your dog's activities. This dog collar tracks everything your pet does during the day including meal content and pertinent health information. Of course you can also look into the **Scanadu** for yourself. This small device can track temperature and certain blood levels. Additionally, there is the **Kolibree Smart Toothbrush** which tracks brushing information (length of time, habits...), but also teaches how to brush properly. This information can be shared with others and posted to social media. Hmm, I'd think about that last one!

Medical Technology: Digital Dental X-Rays are recent advance. They use radiography, where a small sensor is used instead of photographic film. Dentists get the results immediately and can view them on as large a screen as they like, as well as dropping the patient's exposure to radiation by 90%. But at \$5,995 for an IRIS Intraoral Digital Camera, don't expect most dentists to dash to make the switch.

An amazing advance is a new twist on Electroknives, which have been around since the 1920s. Going by various names, the **Onkoknife**, **iKnife**, or **Intelligent Scalpel**, developed by **Zoltan Takats, Ph.D.** (a Hungarian research chemist associated with Semmelweis University in Budapest) burns through tissue with an electrical charge, just like its predecessors. However the iKnife extracts information from the vapor given off to detect cancer cells. It is being used very successfully, but is limited to cancer detection in a surgical environment.

Affordable 3D printing has given rise to **3d Bio printers**. Initiated by a team of doctors, researchers, technicians, and students at the Cardiovascular Innovation Institute (CII) on Muhammad Ali Boulevard in Louisville, Kentucky, they are striving to print a human heart. The object is to use undifferentiated stem cells and use cells from the individual to receive the replacement tissue/ organ. At present, the equipment available is too slow and the printhead runs on a three-axis robot that doesn't handle curves very well. However, **Invetech** partnered with **Organovo** (located in California) to create the world's first commercial 3D Bio printer. Organovo is dedicated to continuing to develop this technology.

But the piece of medical technology that wowed everyone at a recent tech show was the **Brainwriter**. Developed by **NotImpossible Labs**, it is a next-generation device that reads basic brain waves (EEG) to engage and disengage a computer mouse, allowing the user to draw using only their thoughts, or "blink-to-think". It allows fully paralyzed individuals to continue to write and draw by tracking eye movements. This approximately \$400 make-it-yourself open source device is made from a headband, Olimex sensors, a shielding board, an OpenBCI board (which is an EEG device) and an eye-tracking device (i.e. SYMeyes, Tobii or EyeTribe). This was the next step up from the **Eyewriter** – another make-it-yourself device that uses low-cost eye-tracking glasses (\$50-\$100) and open-source software to allow people suffering from any kind of neuromuscular syndrome to write and draw by tracking their eye movement and translating it to lines on a screen.

Entertainment: TVs have some interesting innovations with UHD and curved screens. Some of the curved screen TVs allow can be returned to a flat screen with a push of a button. But at \$17,000 for an LG 84inch UHD, don't expect to see one in every home.

Disney's quest to be the best has caused them to develop amazing new software, **Hyperion**, for their newest movie, BIG Hero 6, which allows light to be used in a completely new way for animation. After 200 million computing hours to create, it has the ability to deal with acutely complex calculations in order to account for how light bounces from its source then across other objects before reaching the camera. It also required the use of a 55,000-core supercomputer to complete its task.

The Tip Corner – January 2015

By Bill Sheff, Lehigh Valley Computer Group, Pennsylvania
January 2015 issue, The LVCG Journal www.lvcg.org [nsheff \(at\) aol.com](mailto:nsheff@at.aol.com)

Here it is, the start of another year. Happy New Year Everyone.

Looking back on what has transpired in the computer field takes my breath away. Take memory for example. In the 30 plus years of personal computing, memory has gone from 32 Mbs to double digit Gbs and machines, even laptops, now come with quad core CPUs. Storage space has become cheaper and cheaper. I was shopping the other day and saw a Seagate external hard drive of four TB and it cost just a few bucks more than the one TB I purchased a few months ago. Price? \$137! WOW! Registries have

increased, and even the tablets have increased in RAM and storage. On the programming side we now have machines that have sophisticated Text to Speech and Speech to Text. I use a text-to-speech program to read my spreadsheet numbers so I can double check them. I remember sitting with another person as we read to each other to double check. We can now do it by ourselves. Video editing using free NLE (non-linear editing) programs is a snap, and they even break the film down into scenes based on time or change of scene so you can drag and drop in a second. If you are an old 8mm camera guy you must remember cutting, numbering and hanging up scenes so you could arrange and edit your home movies. The list goes on and on. But with all these great improvements we still can use some help on how to use them. so...**On To The Tips.**

Firefox 4.0 Quick Find

Long for a keyword to help you search an article? You can hit Ctrl>F and type in your query, but in Firefox 4 just hit, the / key on your keyboard (located just to the left of the Shift key) and start typing.

Windows Copy as Path

When you right-click on a file or a folder you bring up an action menu with basic choices, like "Open" or "Copy." If you hold down the Shift key when you right click in Windows the usual menu that pops up will now include an option called "Copy as Path." This will copy the entire path of the file or folder to your clipboard, and allows you to paste it wherever you want. This is useful once you've located a file in Explorer and you want to upload it to a Web site. So, instead of taking the time to browse for the file on the site, you can just copy and paste its path directly.

Print part of an email or other text

While this is really a simple copy and paste exercise some people seem to have a problem with the concept, so here are some pointers and an explanation.

When you highlight and right-click on what you would like to copy the highlighted portion goes into the Window's clipboard.

You do not see it, but it is there.

You can open another email or a blank word document or Notepad.

You can then click Paste, and the text appears.

If you copied some pictures along with the text that you do not want, instead of just right-clicking, go to Edit>Paste Special and click on unformatted text.

None of the graphics will be included.

You can then send out the email or save the text document as usual.

What's In A Word?

To keep from overusing a word when writing we go to the shelf and bring down a thesaurus. Well forget Roget, here are some thesaurus sites you might be interested in.

The Cook's Thesaurus

If you need a food substitute this is the site to go to. But it does more. It also has information, pronunciations, pictures and more!.

On the main page, there is a featured section where you'll find the Ingredient of the Month. You will learn how to cook it, what to serve with it, and even what to look for when buying it,

Further down you will find a listing of categories. Everything is there from fruits to vegetables, flavorings, baking supplies, fats and oils and even equipment. Each category breaks down into a list of items that fit the category you can explore further. Along with the food substitutes you get an education about the ingredients and equipment you cook with. Find it at: <http://www.foodsubs.com/>

Open Office and Libre Office

The document writer in these two free suites have a way to find substitute words. Right-click on the word to be changed. Towards the bottom of the list that opens you will see Synonyms. You will see a list of other words that can be used. Choose one and it will replace the one you started with.

If none of those words suit you, proceed to the Thesaurus. Like everything else there is more than one way to get there. While in Synonyms select Thesaurus at the bottom of the synonyms list. Or you could also go to the Tools menu, Language sub-menu, Thesaurus choice. But the fastest was is just highlight the word and use Ctrl>F7. Ctrl>F7 also works in MS Word. For those using Word 2007 and later the thesaurus is found on the Review ribbon. OK, and now for you texters. Being limited to 140 characters certainly puts a damper on the creative juices, but have no fear, just take a trip to IronicSans.com/thrsr/. You type in a long word click the search button and it gives you a shorter synonym. To find out more about the Thrsr, check out the "Why a shorter thesaurus?" link under the search field. It will tell you all about the site and why it was made.

So now you should never be at a loss for words.

I Love My XP What Can I Do?

XP is user-friendly, and a lot has changed in the 12 years since XP was launched. But now that Microsoft has ending support, XP is highly vulnerable to external threats such as viruses and malware.

While we know that updating to Vista, Win7 and Win8 are valid options there is one more option that should be considered - Ubuntu.

Ubuntu is a Linux operating system and is considered a superior system to XP.

You may not be familiar with Linux. It's an operating system for computers, like Windows. And while Linux started out with text only operations it is now a fully operating GUI system. While I am a Windows User and have slowly migrated up to Win8, for those that have continued to use XP and like it, you might want to consider the switch. Especially for those older machines with minimum CPU and storage.

The switch from Windows XP to Linux Ubuntu may not prove to be the horrific experience that you might imagine. And while the family of Linux users pales beside Windows, some consider it a much better system. It will give you much more than you get from Windows XP or even from Windows 7 or 8.

Here are some of the pluses with Linux Ubuntu you might want to consider.

Security: Presently, Ubuntu claims to be a virus free OS, but just like Apple, once there is a community of users the hackers will arrive. But since XP is no longer supported the risks are greater that malicious software is out there.

Speed: Older computers with minimum resources have a tendency to clog when using windows. Ubuntu runs for a long time without any lag since it uses a lesser amount of resources and boosts performance in older machines.

Cost: Hello! Ubuntu is free. And no product key is needed.

Space: Ubuntu occupies much less hard drive space than XP. Other versions of Ubuntu such as Xbuntu, take up even less space and provide almost the same functionality.

Drivers: There's is no headache in installing drivers for audio, video and graphics from external sources in Ubuntu. The OS automatically detects your hardware and installs the latest drivers. Even if you have lost your drivers, you can still acquire sound and video drivers automatically while using Ubuntu.

Software: Ubuntu has lots of useful software absolutely free with no catches or hidden charges. Software like Firefox, Chrome, Libre Office, Open Office and many more can be found at Ubuntu Software center. Another special software, Wine, helps you run most of your Windows based software without any trouble at all.

Customization: Ubuntu users have full customization options. You have the choice to change your desktop colors, task bar sizes and make custom side bars.

So if you want to hang on to your old machine, Ubuntu offers a unique opportunity. So think about it, and perhaps give it a try. Actually, you can even have both systems on your machine while you take the time to so if it appeals to you.

Get Around Quickly in Word Documents

By Nancy DeMarte, 1st Vice President, Sarasota Technology User Group, FL

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Do you write multipage documents or ones based on an outline? Do you save them from other sources? If so, you should get familiar with a helpful feature that was introduced with Office 2010 and refined in Office 2013 - the Navigation Pane. This tool helps you move quickly from one part of a document to another, reorganize sections without cutting and pasting, and find nearly anything in the document.

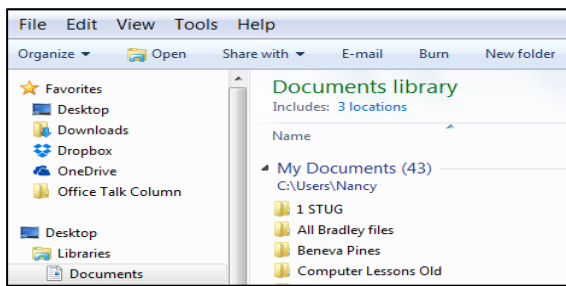
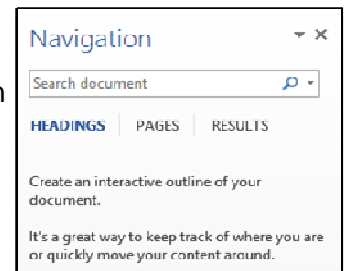


Figure 1 Navigation Pane in Windows 7

This sort of navigation is not new. Windows Vista, 7, and 8 users are familiar with the Navigation pane that sits on the left edge of the Explorer window (shown), giving easy access to anywhere on the computer with one click – Favorites, Desktop, Libraries, etc. This concept is now part of many Office applications. In Word 2013, it offers all kinds of assistance with multipage documents.

To view this feature in Word 2010, either click the View tab on the ribbon and check Navigation Pane or press Ctrl + F on the keyboard. In Word 2013, you can also click the page count on the left end of the status bar along the bottom of the window. The Navigation Pane appears in the area left of the document window, displaying a Search box above three tabs.



Let's explore the tabs:

The **Headings** tab (Figure 2) lets you move around quickly in a document which contains headings. To use the time-saving Headings feature, you must have applied one of the Word Heading styles to the headings in the document. The Styles Gallery is found on Word's Home tab. To apply a style, an easy way is to use Format Painter (Home tab – Clipboard group). Select the first heading in the document and click the Heading 1 style. Then select that heading again, double click Format Painter, and click each succeeding heading. They will become the Heading 1 style.

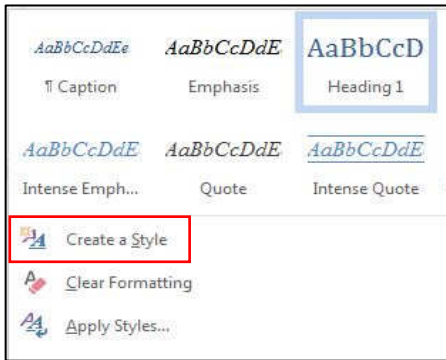


Figure 3 Styles Gallery in Word

If you wish, you can also create a new style for headings and save it to the gallery. To do so, click the down arrow with a line over it in the bottom right corner of the Styles gallery and choose “Create a Style.” In the dialog box, name your style and choose a font, size, color, or other options. Click Save and your new heading style will appear in the Styles gallery.

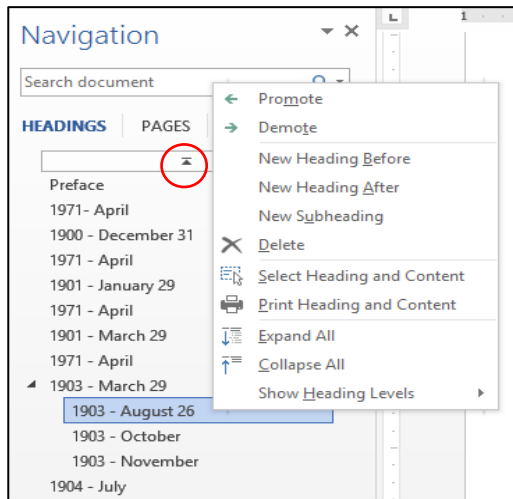
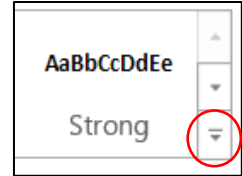


Figure 4 Headings tab and menu

Clicking the **Headings** tab displays a list of only the document’s headings, as in Figure 4, giving you an outline of the document’s structure. Clicking a heading opens that section in the document window. You can reorganize sections by dragging a heading to a new spot; all its related text moves with it. Other actions become available if you right click a heading, as shown. You can add a section in the middle of the document, for example, by choosing “New Heading Before (or After)” or turn a heading into a sub-heading by clicking “Demote.” “Promote” reverses the move. The “Collapse all” command is used to hide sub-headings so you can work only with the main headings in the document. “Expand all” returns them to the list. Clicking the small up arrow in the center above the first heading (shown) jumps you back to the beginning of the document. Think how useful this could be for editing a 50+ page document.

The **Pages** tab displays numbered thumbnails of all the pages in the document, a handy way to move around a document or check page layout in a document with graphics. Selecting one of the thumbnails opens it in the document window. Scrolling through the thumbnails to find a page near the end of a long document is much quicker than scrolling through each page. But if you do scroll through the document, the Pages tab will highlight the thumbnail of the page you are viewing.

This aspect of the Navigation Pane has been part of the PowerPoint program through several versions. In Office 2013, it is found not only in Word and PowerPoint, but also in Publisher and Outlook.

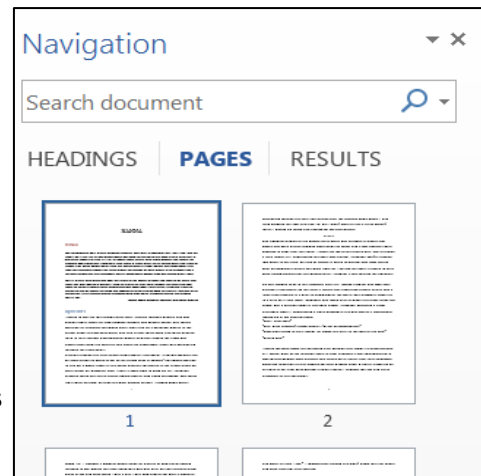


Figure 5 Pages tab

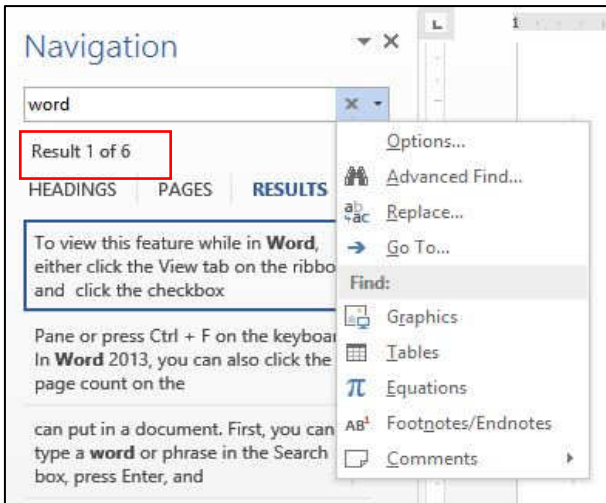


Figure 6 Results tab and menu

The **Results** tab serves several important functions. The Search box at the top lets you find almost anything you can put in a document. When you type a word or phrase in the Search box, all instances of the word will be listed with their surrounding text, as shown in Figure 6, and also will be highlighted in the document.

To search for photos, drawings, tables, objects, equations, and footnotes, click the magnifying glass inside the Search box (Figure 7) and make your choice. To move through the search results, use the up and down arrows to the right of the Results number (hidden behind the menu in Figure 6).

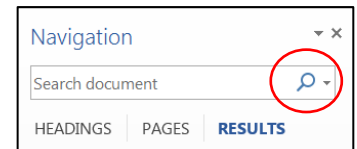


Figure 7 Search tool for objects

The Find and Replace feature, found on the Home tab in many versions of Word, has also been conveniently included among the Navigation Pane options. To use it, click the small down arrow next to the magnifying glass in the Search box (Figure 7). Click Options to refine your word search; click Advanced Find to open the Find and Replace dialog box. As you use the Word Navigation pane, you will find it houses a wealth of helpful tools.
